Memo

**To:** Principal Leonard Massie

**From:** Christina Lassalle

**Date:** 3/18/10

**Re:** Software Piracy/ Tracking

**Message:**

Currently the Title 1 coordinator keeps track of what hardware is available in the building because it is purchased through Title 1 money. The special education department that has its own separate equipment purchased through the county special education monies. Serial numbers are labeled on computers, printers, projectors, document cameras, and Smart boards but are not an easily accessible item because the job positions of title 1 staff and technology support staff are not consistent. It would be worthy to keep stock on the hardware so that any new personnel is aware of where the hardware is located. Additionally, it is easier to plan on who will receive what technology in the future. Also, items such as cameras and scanners should be kept on stock so that these beneficial items are being put to use instead of being locked in a closet.

**New procedures to keep track of hardware**

Who: Title 1 and the special education leaders are to let the media specialist and technology support staff aware of new hardware. It is up to the technology support staff to keep a log of computer updates, logs of backups, repair records, specific versions of software, and when computers will need an update on a file under Goodies, our network drive. This information will be useful to any future technology support staff.

What: The title 1 coordinator and/or the special education team leader they need to coordinate with the media specialist to get a barcode placed on the item so that the media specialist will check out the hardware to the teacher. The classroom teacher will return the items at the end of the year and the items will be placed in stock. During summer school, the title 1 coordinator will check in with the media specialist and create their own check in /check out system to keep track of which teacher has what. At the beginning and end of the year computers, printers, document cameras, projectors, Smart boards, and other items will be kept track through an excel document saved in Goodies (network drive). Anytime new hardware is placed in the school, the serial number, name of the item, and date it was signed out will be recorded. This inventory should be kept each year.

When: At the beginning of the year teachers will receive their materials that were in their classroom the previous year or can negotiate details on what technology would be appropriate for their team. The hardware will be kept in their classrooms. At the end of the year the classroom teacher needs to return the item to the media specialist.

Where: All of the Smart boards, projectors, and document cameras will be put in stock in the media specialist closet. If there is an issue of space the Smart boards will be stored in another storage area, perhaps the behavior intervention area. Computers and printers will remain in the classroom.

Currently the technology support staff is the only person who can install software. The support staff fills out the appropriate paper work for Anne Arundel County and cannot install the software until it is approved, even if there is a site license purchased through county and Title 1 funds. I believe that to prevent piracy we should maintain this policy of having only one person available to download and install software. As of now there is no documentation that is accessible to the entire staff on where the software is installed, how many licenses there are, when the software was installed, and when the software will need to be updated. I feel as though this document will be beneficial to our school because we have gone through 4 different technology support staff this year.

**New procedures to keep track of software:**

Who: Part time technology support staff

What: Documentation on number of site licenses, purchase orders, number of legal copies, expiration dates of software licenses, manuals, lists of what is available and where the software was uploaded. Documentation about what version is installed and the compatibility of software to new systems is also important to be collected.

Where: An excel document will be created and saved under Goodies our network drive so that anyone can access the information. The excel document will document the above items. The physical discs need to be kept in organized binders in the locked closet in the computer lab. Classroom teachers will no longer have these discs in their grade level closets.

It is important to make teachers/staff aware of preventing piracy so that we are serving as role models to our students. I recommend we address this issue through the following letter below. It states to classroom teachers and staff the procedures for preventing piracy as well as the consequences to not following the policy.

March 18, 2010

Dear Staff,

New policies have been put in place to prevent software piracy at our school. Currently our technology support staff has the responsibility of documenting and installing software in our building. In order for them to install any software they must make a request through Anne Arundel County along with a site license. It some cases the site license may only permit one computer to have the software. This is why the computer lab only has so many computers with particular software installed.

It is legally wrong to copy or install software at school and/or at home. If you would like to get software installed you must contact our technology support staff. If you do not adhere to these policies you can be written up at which will be a permanent item in your file. Thank you for your understanding of the issue and integrity.

Sincerely,

Leonard Massie

Principal